

\*\*\*\*\*  
**UNITED STATES MISSION-BOGOTA**  
**VACANCY ANNOUNCEMENT**  
\*\*\*\*\*

No. 059-2014

June 27, 2014

**OPEN TO:** All Interested Candidates

**POSITION:** USAID PROJECT MANAGEMENT SPECIALIST - MEO - (0011875Q)

**OPENING DATE:** Friday, June 27, 2014

**CLOSING DATE:** Monday, July 14, 2014

**WORK HOURS:** Full time; 40 hours/week

**SALARY:** This position can be hired at a full performance level FSN/PSC – 11 Col. \$87,860,886.00 – Col. Ps. \$144,970,458.00 or developmental levels (LCP/PFSPSC – 10 Col. \$70,710,280.00 – Col. \$116,671,960.00)

Final salary determination based on incumbent documented salary history, not to exceed the maximum amount established in this advertisement.

**TO APPLY**

- If you meet all the requirements for this position, please submit a Foreign National Employment application form (DS-174) no later than the closing date at 4:00 p.m. Eastern Standard Time. The application form may be requested via e-mail at: [BogotaHR@usaid.gov](mailto:BogotaHR@usaid.gov) or [BogotaHRAApplicationForm@state.gov](mailto:BogotaHRAApplicationForm@state.gov)
- Applicants may attach copies of any other documentation (e.g. essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed below.
- Applications should be delivered directly to the U.S. Embassy (as instructed below). **Please note:** the Embassy does not use representatives on its behalf during the recruitment process, nor do we charge any fees. Please contact the HR Office immediately if you are contacted by a third party and/or asked to pay a fee.

**SUBMIT APPLICATION TO:**

American Embassy  
c/o **USAID** Human Resources Section  
Carrera 45 No. 24B-27 (Post 2)  
Bogota, Colombia

**APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.**

**APPLICANTS WHO ARE NOT SELECTED FOR INTERVIEWS WILL NOT BE CONTACTED.**

## **PROFILE OF THE POSITION**

The U.S. Agency for International Development is seeking an individual for the position of USAID Project Management Specialist - MEO for the Office of Environment.

## **BASIC FUNCTION OF POSITION**

The incumbent will serve as USAID Project Management Specialist and MEO in the Office of Environment of the USAID/Colombia Mission in Bogotá. The purpose of this position is to serve as one of the Mission's specialists in matters associated with biodiversity, environmental protection and environmentally-protected areas, as a Contracting Officer Representative (COR/AOR) or Activity Manager (AM) for USAID's biodiversity and protected areas activities being implemented in Colombia, as well as the Mission's specialist in environmental compliance. The incumbent plays an important advisory role with the office's technical teams and implementing partners on management policies, procedures and guidelines. S/he provides sound assessments of where USG assistance is achieving sustainable impact and provides management recommendations for USAID programs. The position requires travel (20%-30% of time) to activity sites to monitor and evaluate progress and to identify and resolve problems.

## **MAJOR DUTIES AND RESPONSIBILITIES**

As a USAID employee, the incumbent carries responsibility to understand and incorporate the Agency's five core values in all aspects of his/her work. These core values are: 1. Customer Focus, 2. Results Orientation, 3. Empowerment and Accountability, 4. Teamwork and Participation, and 5. Valuing Diversity.

### **1. Mission Environmental Officer**

- Reviews and approves all environmental analyses, assessments, and scopes of work required by each of the Mission's Development Objectives (DO) Teams over the \$145 million dollar/year USAID/Colombia portfolio. Supports the DO teams in preparing the required documentation for environmental approvals at USAID/W.
- Ensures compliance of all USAID/Colombia's activities with USAID's and USG environmental Title 22 of the Code of Federal Regulations, Part 216 (USAID Environmental Procedures or 22 CFR 216). Monitors compliance with USAID and the Colombian government environmental regulations and mitigation measures.
- Designs and implements systems for reviewing and monitoring activities/projects in compliance with Reg. 216. Provides training programs for DO teams and their respective implementers in compliance with Reg. 216.
- Facilitate efficient project implementation under all the DOs by ensuring that the environmental regulations are known and followed by staff and implementers, and by communicating Mission activities to USAID/W.
- Supports mainstreaming the environmental perspective in all USAID/Colombian programming, performs site visits and provides feedback to implementers.
- Conducts field visits to activity sites for the purpose of evaluating the environmental impact of the implementation of projects and programs activities. Leads project team to identify problems and offers solutions; and provides technical recommendations for full compliance and implementation.
- Maintains contact with CORs/AORs, implementing partners, Mission management, regional LAC /MEOs, and LAC environmental officers; and is the primary liaison between the USAID Mission, the Regional Environment Officer (REO) and the LAC Bureau Environment Officer (BEO) on all environmental matters.

### **2. Technical Assistance and Program Management**

The incumbent will perform the function of COR/AOR or AM for 3 or more environmental, biodiversity conservation and/or protected-areas management technical programs within the ENV portfolio as designated by the Mission Contracting Officer for the Management of at least three Mission cooperative agreements (\$5.5, \$4.5 million, \$1.5 million over 4 years) and serve on activity manager for components of 2 contracts. Total yearly budget responsible for is \$4.5 million. In addition, the incumbent is responsible for the approval 22 CFR 216 compliance for all procurement actions under the USAID/Colombia portfolio. This includes over 37 instruments (contracts and grants), over 200 sub-commitments, and is valued at over \$147 million/yr.

- The incumbent provides technical guidance and expertise to implementing partners and to the ENV team on issues associated with the environment, biodiversity conservation and/or protected-areas management to help achieve USAID objectives.
- The incumbent works with his/her team to engage internal and external stakeholders regarding environmental and biodiversity conservation issues, including reviewing proposals and scopes of work, attending representative events, responding to inquiries and communications, and developing technical concept papers and/or activity designs associated with project implementation.
- The incumbent establishes and maintains an extensive range of high-level contacts with the GOC, other donors, non-governmental organizations (NGOs) and environmental conservation organizations across a broad array of related specialty areas and representative groups; meeting with representatives of these entities to exchange information, to coordinate efforts, and to prepare documentation is key to ensuring proper oversight of USAID implementation projects; works with mayors, governors, Ministry officials, and other relevant partners, as necessary to facilitate program implementation.
- The incumbent drafts and assists with processing project-related documents such as action memoranda, USAID/Colombia reports, and public relations documents; prepares progress reports on a scheduled basis, highlighting accomplishments as well as problem areas in need of attention; initiates corrective action on routine matters and brings to the attention of the ENV Office Director issues of a complex nature requiring his/her decision or referral with recommendations to the Deputy Mission Director or Mission Director.
- The incumbent manages a budget of US\$4.5 million/yr associated with his/her COR/AOR or AM responsibilities, including budget preparation, tracking, and analysis. Manages financial matters related to program activities, such as providing administrative approval of vouchers, planning and preparing annual incremental funding amendments, and other financial administrative activities to ensure that fiscal needs of implementing partners and ENV are met in a timely manner. In addition, incumbent is responsible for the approval of all procurement actions in the USAID/Colombia mission in accordance with 22 CFR 216, which includes over 37 large procurement instruments, sub-commitments, and accounts for over US\$147 million/yr.

## REQUIRED QUALIFICATIONS

Note: Candidates who do not meet these required qualifications will not be considered.

**Education:** A Master's degree or local equivalent in the field of Environmental Science, Environmental Engineering, Natural Resources Management, Ecology, Environmental Economics, Biology, Forestry, Rural Development, and/or International Development, or a related subject is required. Strong technical emphasis or specialization in the areas of environment, environmental policy, implementation and oversight of environmental regulation, rural development, and/or development project management are highly desired.

**Prior Work Experience:** The incumbent is required to have a minimum of 5 years of progressively responsible experience in the design, implementation, management and/or monitoring and evaluation of environmental, biodiversity conservation, and/or protected-areas activities, including agriculture field experience or similar project activities involving international partners or implementers. Specific experience working with USAID's Title 22 of the Code of Federal Regulations, Part 216 (USAID Environmental Procedures, or 22 CFR 216) or other international donors' environmental regulations, standards, policies and best practices will be highly valued. Experience in development assistance or related work is required.

Experience in preparing and reviewing Environmental Impact Assessments and implementing environmental management plans is preferred.

**Language Proficiency:** Level IV (fluent) in both English and Spanish is required.

**Knowledge abilities and skills:** Incumbent must have a high degree of technical, analytical, and quantitative skills. Strong interpersonal and team work skills; proven ability to work independently with minimal supervision or guidance is required. Must have operational and management skills; computer, multi-tasking skills, and the ability to conceptualize both strategically and programmatically. Proven ability to communicate quickly, clearly and concisely, both orally and in writing, including preparation of technical reports. Ability to address compliance issues on Environmental Reg. 216 procedures for all Mission projects/activities. Great innovation skills are required to improve the performance of environmental compliance by USAID operators. Must be able to obtain, evaluate, and interpret factual data; prepare precise, accurate, and complete reports using computer software applications and to develop and present briefings.

## **POSITION ELEMENTS**

**Supervision Received:** The incumbent will report to the Environment Office Deputy Director, who will be responsible for reviewing and approving the individual's work plan and performance measures and establishing deadlines. In carrying out specific assignments, the individual will work closely with other Environment Office team members. The incumbent will carry out tasks under h/her own initiatives, foreseeing constraints and opportunities and taking appropriate action to optimize benefits for the USG. The incumbent will work within the policy guidance of the Mission. The incumbent is responsible for h/her own compliance with policy and USAID regulations.

**Available Guidelines:** Plan Colombia provisions, ADS Sections pertaining to project management, Mission Orders and other established USAID/Colombia administrative procedures and regulations.

**Exercise of Judgment:** Considerable judgment is required in analyzing data and preparing relevant reporting documents, planning programs and projects activities; in organizing and presenting data during the presentation of briefings. Judgment is required in identifying the problems partners are having with the implementation of activities or compliance with environmental regulations and in determining when to make a recommendation for solution on the spot and when to report the problem, with recommendation, to the Environment Office Deputy Director.

**Authority to Make Commitments:** When dealing with grantees, sub-grantees, partners and clients, the incumbent is authorized to suggest resolution of both technical and non-technical problems and to make recommendations. The incumbent is not authorized to make monetary commitments on behalf of the U.S. government.

**Nature, Level and Purpose of Contacts:** Continuous contact is maintained with other USAID offices, high-level officials of GOC Ministries, other donors and NGOs to collaborate on program development and implementation, as well as to obtain unpublished and published information concerning the Environment program and its projects and activities and to resolve problems with clearances on documents and to provide information.

Work entails occasional travel to dangerous areas of the country to advise, monitor and evaluate programs and projects. Because of travel restrictions for U.S. citizens, the incumbent is, in many cases, the only USAID contact that regional and local authorities and the beneficiaries themselves have.

**Supervision Exercised:** This is a non-supervisory position.

**Time required to perform full range of duties:** One year.

## **SELECTION CRITERIA**

(40%) **Demonstrated progressively responsible experience in environmental management and performance management strategies.** Candidate must be able to obtain, analyze and evaluate a variety of

complex data relevant to Colombia's political, development, and environmental contexts. Ability to apply strict environmental standards to all activities and synthesize complicated data and figures. Must be able to obtain, evaluate and interpret factual data and prepare precise, accurate and complete reports using computer software program applications; and to develop and present briefings. Demonstrated previous experience in preparing and reviewing environmental reviews, assessments and implementing environmental management plans. Previous field experience with agricultural is required. Knowledge and understanding of the Colombian environmental regulation is highly desirable.

(40%) **Interpersonal and organizational skills.** Must possess strong communication and interpersonal skills. Must have a high level of diplomacy and negotiation skills. The ability to work in a multi-disciplinary team setting is essential. Essential to have social skills to work with a variety of beneficiaries, including government officials, private sector representatives and small farmers.

(15%) **Evidence of strong English/Spanish writing and oral skills.** Writing sample will be required of individuals who reach interview stage.

(5%) **Strong technical education background,** including possession of Master's degree or local equivalent in the field of Environmental Science, Environmental Engineering, Natural Resources Management, Ecology, Environmental Economics, Biology, Forestry, Rural Development, and/or International Development, or a related subject is required. Strong technical emphasis or specialization in the areas of environment, environmental policy, implementation and oversight of environmental regulation, rural development, and/or development project management are highly desired.

#### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

**APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES SECTION OF THE US AGENCY FOR INTERNATIONAL DEVELOPMENT BY MONDAY, JULY 14, 2014 NOT LATER THAN 4:00 p.m. EASTERN STANDARD TIME.**

The US Mission in Colombia is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.

**USAID handles its own recruitment processes.**

**For any questions in regard to this recruitment process please contact USAID Bogota office directly.**